



**Administration for Children and Families**

Office of Planning Research & Evaluation

Research Center to Support Secondary Analyses of Head Start Impact Study Data

HHS-2011-ACF-OPRE-YR-0144

Application Due Date: 05/02/2011

Research Center to Support Secondary Analyses of Head Start Impact Study Data

HHS-2011-ACF-OPRE-YR-0144

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

[Section IV. Application and Submission Information](#)

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services**  
**Administration for Children & Families**

**Program Office:** Office of Planning Research & Evaluation  
**Funding Opportunity Title:** Research Center to Support Secondary Analyses of Head Start Impact Study Data  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2011-ACF-OPRE-YR-0144  
**CFDA Number:** 93.600  
**Due Date For Letter of Intent:** 03/31/2011  
**Due Date for Applications:** 05/02/2011  
**Executive Summary:**

Funds for the Research Center to Support Secondary Analyses of Head Start Impact Study Data are available for supporting secondary analyses of the Head Start Impact Study to answer questions related to the characteristics of effective Head Start centers, classrooms, and teachers. The anticipated total funding for this Cooperative Agreement is \$1.2 million for the 24-month project period (\$600,000 per 12-month budget period).

See *Section II. Award Information* for a description of the substantial involvement of the Federal Project Officer (PO) of the Administration for Children and Families (ACF) in the performance of the Grantee who is awarded this cooperative agreement.

## I. Funding Opportunity Description

### Statutory Authority

**Awards under this FOA are funded under Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. § 9844.**

### Description

#### A. Background

In response to section 649(g) of the Head Start Act, as amended by the Coats Human Services Reauthorization Act of 1998 (Pub.L. 105-285), the Department of Health and Human Services (HHS) conducted the Head Start Impact Study, a national analysis of the impact of Head Start.

The initial conceptualization of the Head Start Impact Study began in the late 1990s. A series of reports from the Government Accountability Office (GAO), which was known as the General Accounting Office at the time, and concern among Congressional leaders about the need for rigorous experimental research testing the effectiveness of the program prompted Congress to call for the formation of an independent panel to review and make recommendations to the Secretary of Health and Human Services on the design of a study or set of studies that provide a "national analysis" of the impact of Head Start. An Advisory Committee on Head Start Research and Evaluation was chartered by HHS on March 23, 1999 in order to meet the legislative requirement of section 649(g) of the Head Start Act. Membership of the Committee included a selection of distinguished experts in both early childhood development and the use of

evaluation methodologies in early education and social programs, as well as a senior researcher from the GAO, Head Start expert practitioners, and several HHS officials. The Committee met three times in the spring and summer of 1999 and completed a report (*Evaluating Head Start: A Recommended Framework for Studying the Impact of the Head Start Program*), which sets forth a framework for impact research in Head Start that the Committee believed to be both scientifically credible and feasible. This report, as well as other material from this Committee, is available to the public at (<http://www.researchconnections.org/childcare/resources/3460/pdf>).

Based on the Advisory Committee's recommendations, HHS issued a request for proposals to design a national Head Start Impact Study. In October 2000, HHS awarded a contract to Westat in collaboration with the Urban Institute, American Institutes for Research, and Decision Information Resources to conduct this study through spring of the children's first grade year.

The National Head Start Impact Study has two primary goals. The first goal is to determine on a national basis how Head Start affects the school readiness of children participating in the program as compared to children not enrolled in Head Start. Does Head Start improve children's cognitive development, general knowledge, approaches to learning, social and emotional development, communication skills, fine and gross motor skills, and physical well-being? In addition, how does Head Start affect the lives of the families of children enrolled in the program?

The second goal of the study is to determine under which conditions Head Start works best and for which children. To meet this goal, the study examines various factors that could affect the results of the Head Start program. These factors include differences among children attending Head Start, differences in children's home environments, the different types of Head Start programs available (home or center-based, quality indicators such as staff ratio, curriculum, part- versus full-day programs, one versus two years exposure), and the availability and quality of other child care and preschool programs in a particular area.

The National Head Start Impact Study is a longitudinal study that involves approximately 5,000 three- and 4-year old preschool children across 84 nationally representative grantee/delegate agencies in communities where there are more eligible children and families than can be served by the program. The children participating were randomly assigned to either a treatment group (which had access to Head Start services) or a comparison group (which did not have access to Head Start services, but could receive other community resources).

Data collection began in the fall of 2002 and ended in spring 2006, following children through the spring of their first grade year. It includes in-person interviews with parents, in-person child assessments, direct observations of the quality of different early childhood care settings, and teacher ratings of children.

Data collection also included the following:

- Individual child data in the areas related to school readiness, such as physical well-being and motor development, social and emotional development, approaches to learning, language usage and emerging literacy, cognition and general knowledge;
- Information pertaining to parenting practices, family resources and risk factors, demographic and socio-economic data, and family structure;

- Information on structure, process, and quality of Head Start, child care, and school settings through first grade; and
- Community level data relating to the availability and means of formal and informal family support services.

Two reports on the findings from the Head Start Impact Study have been released to date. The first, released in August 2005, examined interim impacts on the children after the first program year. The second, released January 2010, examined impacts through the children's first grade year. These reports can be found at [http://www.acf.hhs.gov/programs/opre/hs/impact\\_study/index.html](http://www.acf.hhs.gov/programs/opre/hs/impact_study/index.html). Datasets from the study were released Fall 2010.

The children from the Head Start Impact Study have now been followed through the children's third grade year, under a separate set of contracts. Data from the third grade follow-up study are not yet available. Hence, analyses involving these data are not included as part of the current Cooperative Agreement.

To date, the Head Start Impact Study data have not been analyzed to provide information on the characteristics of Head Start centers, classrooms, or teachers that have the greatest benefit for children and families. Children were not randomized in this study to attend higher or lower quality centers, or classrooms; nor were they randomized to programs with longer days or a longer program year. Thus, any effort to examine these questions must draw from non-experimental methodologies. Yet, there is no scientific consensus on the best methods for non-experimental analysis, and studies have called into question some of the key approaches often used (e.g., Heckman, Ichimura, Smith & Todd, 1998; LaLonde, 1986).

Other challenges related to answering questions about the implications of program, center, classroom, and teacher characteristics include issues related to the level of measurement (e.g., classroom versus center-level indicators of quality), the comparison to a control group that may or may not be in out-of-home care, and the measurement of the quality of different types of settings.

Still, the question of which types of early care and education approaches work best for which children and families is critical to policy makers, programs, and families alike. Thus, HHS will use this cooperative agreement to support the analysis of data from the Head Start Impact Study to examine the outcomes of different Head Start characteristics and conditions using various methodological approaches. The richness of the Head Start Impact Study data, and the strength of the study design, will provide a basis on which to build several high-quality studies aimed at looking at these questions of interest.

The specific goals of the Research Center to Support Secondary Analyses of Head Start Impact Study Data Cooperative Agreement are:

1. To strengthen our understanding of the relationship between center, classroom, and teachers' characteristics and Head Start's impact by supporting a set of studies with varied but strong methodological approaches to addressing this issue.
2. To build a consortium of researchers conducting complementary studies of the relationship between characteristics of Head Start centers, classrooms, and teachers and impacts on children and families, and to build a community of researchers with expertise and knowledge of the Head Start Impact

- Study.
3. To facilitate the application of state-of-the-art analytic techniques in the analysis of Head Start Impact Study data.

## **ROLES AND RESPONSIBILITIES OF GRANTEE**

This effort is a Cooperative Agreement. By choosing to participate in this Cooperative Agreement, the recipient of funds agrees to participate in a consortium composed of key staff from the recipient of funds, key Federal staff with interest in this project, and any other parties identified as relevant by the recipient of funds and the Federal Project Officer. A Cooperative Agreement is Federal funding for activities in which substantial Federal involvement is anticipated. ACF shall collaborate closely with the Research Center that receives funding to ensure monies are used appropriately and in the most effective manner possible and that the activities included in the approved applications address the topics of interest in an efficient, effective, and timely manner. In order to ensure that this grant provides the public with the greatest benefit, it is critical that the grant awarded under this competition supports several studies addressing primary issues of interest to the Head Start and early childhood community and that the studies proposed do not duplicate each other or other research currently underway. Hence, as part of the Cooperative Agreement, the recipient of funds is expected to collaborate with the Federal Project Officer in finalizing their list of studies and their research plans. Furthermore, it is expected that the Recipient of funds will work with Federal staff to make decisions in identifying the final research questions that support ACF/Office of Planning, Research and Evaluation (OPRE) identified areas of interest, as well as the study designs for addressing these questions. The recipient of these funds shall not proceed with data analysis until the Federal Project Officer has approved of the research questions and study designs to be conducted under these grants. A substantial majority of the Grant award will be devoted to topics of interest identified by ACF/OPRE, with the remaining funds available to use for a set of research topics identified jointly by the Consortium, including the recipient of funds and its collaborating researchers, the Federal Project Officer, and any other members identified jointly by the recipient of funds and the Federal Project Officer.

Research topics of particular interest to ACF/OPRE include:

- What features of Head Start services are related to more positive short- and long-term impacts for children and families? These factors include, but are not limited to, length of the program day, number of years of program participation, level of quality in the program, teachers' experience, and other program, classroom and service factors.

Responsibilities of Federal staff and the successful applicant will be further negotiated prior to award. The organization selected to receive the award will be responsible for developing the study plan in consultation with Federal Staff, sharing it with the Federal Project Officer, revising the plan - as necessary - based on conversations with and guidance from the Federal Project Officer. After approval of the final plan is received from the Federal Project Officer, the recipient of these funds will be responsible for implementing the research plan, and developing the final products for the grant. Priorities, schedule, goals, and objectives will be further defined during negotiation of the Cooperative Agreement between OPRE and the recipient of funds.

More specifically, the roles and responsibilities of the Grantee include:

- Participating in a minimum of four in-person annual meetings with the Federal Project Officer and other Federal partners and interested parties.
- Participating in monthly phone calls with the Federal Project Officer.
- Working with the Federal Project Officer to jointly identify final research questions and analytic plans that will be most beneficial to the research community, the Head Start program, and the early childhood field. More specifically, for the significant majority of funds used to address questions of

interest to ACF, the grantee will be responsible for:

- proposing and finalizing (through joint decision-making with the Federal Project Officer) the primary research questions and major studies for the grant;
  - obtaining the Head Start Impact Study data;
  - conducting literature reviews and developing theoretical frameworks for each study to be conducted;
  - developing and finalizing (through joint decision-making with the Federal Project Officer) an analytic plan for each study conducted; and
  - implementing the studies, including data analysis, interpretation, and writing all papers, briefs, or reports.
- Proposing to the Consortium of Federal staff, the grantee, and other interested parties, a research agenda for the minority of the grant funds not supporting the research questions outlined in this funding opportunity announcement.
  - Revising and implementing this agenda once agreement is reached within the Consortium about the research to be conducted with these funds.
  - Developing reports, papers, or other products for the study or studies.
  - Working with OPRE to identify any areas of expertise not addressed by the team proposed by the Research Center and identifying individuals who might participate in the Center's work in order to fill this gap in expertise.

See *Section II.* for a description of the substantial involvement of the Federal Project Officer (PO) of the Administration for Children and Families (ACF) in the performance of the awarded cooperative agreement.

## B. Definitions

*Budget Period:* The period of time for which funds are made available to a particular grantee. There will be two 12-month budget periods for the project period. The project period may be up to 24 months in length.

*Project Period:* The total length of the proposed project, which is up to 24 months. The project period start date is anticipated as July 1, 2011, but will be no later than September 30, 2011. As an example, for a 24-month proposed project, the project period would start approximately July 1, 2011, and end July 1, 2013.

## C. Project Requirements

The applicant must use data from the Head Start Impact Study to address questions of interest. It is expected that the applicant will propose a set of principal researchers from different disciplines and/or institutions who are recognized experts in the fields of statistical methods and of early care and education, and who propose a set of complementary studies using a variety of perspectives and methodological approaches to answer their proposed research questions.

**Meeting Attendance.** The principal investigators (including principal researchers from all participating institutions) must attend two meetings annually of the Research Center to Support Secondary Analyses of Head Start Impact Study. Four meetings will take place over the course of this grant period. The meetings will be held in the Washington, D.C. metropolitan area and will last approximately one-and-a-half days

each. The purpose of these meetings will be to support the planning and implementation of the research projects undertaken by the Center. The meetings will include presentations on the progress of the research and discussions of any issues arising within or across the research efforts. The applicant's budget should reflect travel funds for the Grantee meetings. In addition, the principal investigators will participate on monthly conference calls with the Federal Project Officer to communicate the progress of their work and identify issues that are arising related to the Head Start Impact Study data, as well as ideas about measurement and methodology. The Office of Planning, Research, and Evaluation expects to provide logistical support for these conference calls and for the grantee meeting, and can also bring in expert consultants when the Grantee and the Federal Project Officer see a need.

**Archiving and Publishing.** The Grantee must agree to produce several papers on findings and a paper or set of papers and/or briefs regarding methodological issues related to secondary analyses of Head Start Impact Study data. The grantee will also be required to archive any created or linked data within the Head Start Data Archive supported through Research Connections at ([http://www.acf.hhs.gov/programs/opre/hs/data\\_arch/index.html](http://www.acf.hhs.gov/programs/opre/hs/data_arch/index.html)). The proposed budget should support time and materials required to prepare variables and documentation for archiving, and time for communication and coordination with the data archivists at Research Connections.

## REFERENCES

Heckman, J., Ichimura, H., Smith, J. and Todd, P., 1998. Characterizing selection bias using experimental data. *Econometrica*, 66, 1017-1098.

LaLonde, R. (1986). Evaluating the econometric evaluations of training programs with experimental data. *American Economic Review*, 76, 604-620.

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$600,000
Expected Number of Awards:	1
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$600,000 Per Budget Period

### Length of Project Periods:

24-month project with two 12-month budget periods

### Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applicants may apply for project periods of 24 months. Continuation awards will not be offered beyond the second 12-month budget period. Applicants should provide a budget for the entire project period.

The initial award will be made for the first 12-month budget period. For a 24-month project, a continuation award for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the Grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**The need for a 24-month project period should be identified in Item 17 on the Standard Form (SF) 424, in the project narrative, and in the budget.** Grantees that receive funding for 24-month projects will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

## **Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

### **ROLES AND RESPONSIBILITIES OF OPRE**

OPRE staff will collaboratively negotiate with the recipient of funds regarding the roles and responsibilities outlined in this announcement, prior to finalizing the Cooperative Agreement. This will include discussions regarding whether there are additional areas of expertise needed from the Research Center and working with applicants to identify additional investigators who might be included to fulfill any such needs. In general, OPRE staff will collaborate with the recipient of funds in identifying the final research questions and study designs for this award, and to approve study designs and analytical approaches before they are implemented. The Federal Project Officer and other ACF staff will participate in the four in-person meetings and the monthly conference calls to provide any necessary training on the use of the data sets, as well as other technical assistance and feedback, and to remain informed about project activities and progress. OPRE staff will review and provide feedback regarding recipient of funds research plans and products to ensure that the research products developed are relevant and translatable to the policy and practice communities.

See *Section I. Funding Opportunity Description, A. Background*, for a description of the roles and responsibilities of grantees under awarded projects.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

Eligible applicants include:

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations, other than small businesses
- Small businesses

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

### **III.3. Other**

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the [ACF Funding Opportunities Forms](#) webpage. Standard Forms are also available at the [Grants.gov Forms Repository](#) website.

Office of Planning, Research and Evaluation

Research Center to Support Secondary Analyses of Head Start Impact Study Data Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: (877) 301-8193

Fax: (703) 934-3740

Email: [SecondaryAnalysesReviewsHS@icfi.com](mailto:SecondaryAnalysesReviewsHS@icfi.com)

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **Section IV.2. Content and Form of Application Submission**

### **Copies Required:**

**If applying in hard copy**, applicants are required to submit one original and two copies of all application materials. **If applying electronically via [www.Grants.gov](http://www.Grants.gov)**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

## **Signatures:**

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

## **Formatting Requirements:**

All application materials for both hard copy and electronic submissions must be submitted on 8 1/2" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

**Page limitations do not include the required Standard Forms.** If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

This section also may include the order of assembly for hard copy application submissions. Acceptable formats for applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).|

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission.

Applicants must limit their application package to 100 pages. Applicants must number the pages of their application beginning with the Table of Contents.

Applicants must include all required forms and materials, and in the order presented below:

1. **Required Standard Federal Forms and Certifications.** Standard Forms, assurances, and certifications are available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). Forms and certifications must be signed by the applicant's authorizing official to acknowledge responsibility for the obligations imposed by the terms and conditions of the grant award. Required Standard Federal Forms and Certifications include the following:

1. Application for Federal Assistance (SF-424) (requires signature)
2. Budget Information--Non-Construction Programs (SF-424A)
3. Assurance Regarding Non-construction Programs (SF-424B)
4. Project/Performance Site Location(s) (SF-P/PSL)
5. Certifications Regarding Lobbying
6. Disclosures of Lobbying Activities (if necessary) (SF-LLL)
7. Assurance: Protection of Human Subjects. Assurance  
Identification/Certification/Declaration requires form and signature.
8. Maintenance of Effort Certification

## **2. Table of Contents**

### **3. Project Abstract** (one page maximum)

**4. Project Description.** The project description should be carefully developed in accordance with the research goals as described in the Background section of this announcement, and the criteria requirements listed in *Section V.1. Criteria*. **Applicants are strongly encouraged to use the detailed evaluation criteria found in Section V.1. Criteria to organize the project summary/abstract and full project description.**

**5. Budget and Budget Justification.** Include a budget and budget justification in the application reflecting the entire project period. This budget should match the appropriate budget categories reflected in 424-A, Section B. The budget must include funds for the project director or principal investigator to participate in two annual meetings of the Child Care Policy Research Consortium (CCPRC) and one Grantee meeting in Washington, D.C.

### **6. Third Party Agreements** (if necessary)

**7. Appendices -- Biographical Sketches for Principal Investigator(s); Proof of Non-Profit Status (if applicable)**

## **Forms, Assurances, and Certifications**

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.
DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.

SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Maintenance of Effort (MOE) Certification	Submission required of all applicants.	Required for all applications.
Protection of Human Subjects Assurance  Identification/IRB  Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.

The Pro-Children Act of 2001, 20 U.S.C. § 7181 - 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **DUNS Number and CCR Registration Requirements**

#### **DUNS Number Requirement**

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov).

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

### **Central Contractor Registration (CCR) Requirement**

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

**There is the possibility of heavy traffic at the CCR website at application due dates therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

#### **Definitions:**

***Central Contractor Registration (CCR):*** The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

***Data Universal Numbering System (DUNS) Number:*** The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

#### ***Entity:***

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

***Subaward:*** This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project

or program (for further explanation, see Sec. --210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

**First Tier Subrecipient:** An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

## The Project Description

### Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### Part II: General Instructions for Preparing a Full Project Description

#### Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I* identify the measures that will be used to evaluate applications.

#### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letter of Intent may be sent to OPRE Research Center to Support Secondary Analyses of Head Start Impact Study Data Grant Review Team at [SecondaryAnalysesReviewsHS@icfi.com](mailto:SecondaryAnalysesReviewsHS@icfi.com)

#### Table of Contents

List the contents of the application including corresponding page numbers.

#### Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

### **Outcomes Expected**

Identify the outcomes to be derived from the project.

For example, explain how your proposed project plan will achieve the specific goals and objectives you have identified related to the research question of interest. How will the results help the government understand and further improve the Head Start program? How will the project inform future research in the field? How will the project build upon our understanding of research methodology?

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants must provide technical details on the proposed research design including: 1) conceptual framework; 2) research questions, hypotheses, variables; 3) data samples; 4) linkages with other research; 5) data processing and statistical analyses; and 6) product development and information dissemination. Applicants must acknowledge the collaborative role of the Federal Project Officer and the need for working with the officer to finalize list of studies, research questions, and additional experts to fill gaps (see *Sections I and II*, Roles and Responsibilities of Grantee).

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **Organizational Capacity**

- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

### **Dissemination Plan**

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

### **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

## **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

## **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub. L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

### Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.**

## **Hard Copy Submission**

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website at application due dates therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **03/31/2011**

Due Date for Applications: **05/02/2011**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

## **Hand-Delivered Applications**

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

## **Electronically-Submitted Applications**

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at [www.Grants.gov](http://www.Grants.gov) by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via [www.Grants.gov](http://www.Grants.gov), the applicant will receive three emails:

1. Acknowledgement of the application's submission to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF.

## **Late Applications**

**No appeals will be considered for applications classified as late under the following circumstances:**

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.

- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

## **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

## **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

## **IV.4. Intergovernmental Review of Federal Programs**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

## **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

## **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

### **Submission By Mail**

Office of Planning, Research and Evaluation

Research Center to Support Secondary Analyses of Head Start Impact Study Data Grant Review  
c/o ICF International

9300 Lee Highway  
Fairfax, VA 22031-6050

### **Hand Delivery**

Office of Planning, Research and Evaluation  
Research Center to Support Secondary Analyses of Head Start Impact Study Data Grant Review  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050

### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## **V. Application Review Information**

### **V.1. Criteria**

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

#### **APPROACH**

**Maximum Points: 40**

The extent to which the applicant's proposed plan:

- proposes studies using the Head Start Impact Study data set; **failure to do so will result in 0 points for this section.**
- demonstrates an understanding of the importance of, and a commitment to, working with the Federal Project Officer and other Federal staff in developing and implementing any proposed research (see *Section I.A. Background* for more information on the Roles and Responsibilities of Grantees and *Section II* for OPRE's Roles and Responsibilities).
- proposes a set of interrelated, but distinct studies that address - individually and in combination -the research topics of interest to ACF, specified in *Section II*.
- presents a literature review that is current, comprehensive, and supports the studies' rationale.
- presents a proposal that reflects a solid understanding of critical issues, information needs, and research issues of the early childhood field.
- presents a proposal that reflects a solid understanding of the Head Start program.
- proposes research questions and hypotheses for each study that are clearly defined and appropriately linked.
- proposes a research design for each study that appropriately links research issues, questions, variables, data sources, samples, and analyses.
- proposes innovative techniques for addressing potential selection bias in all study designs, as appropriate.
- demonstrates familiarity with the structure and content of the Head Start Impact Study dataset and

- offers a plan for acquiring the data and supporting researcher use of these data.
- demonstrates that the variables proposed for use in each study are appropriate and sufficient for the questions of the study and the population to be studied.
  - proposes analyses that reflect knowledge and utilization of state-of-the-art analytic techniques and also advance the state of the art.
  - proposes analytic techniques that are appropriate for the questions under consideration.
  - proposes a sample size sufficient for the analyses, including the size of any subgroups of interest.
  - demonstrates an understanding of any and all confidentiality issues involved in using the proposed data and the adequacy of the plans for maintaining confidentiality; to the extent that subcontractors or consultants are included, the applicant presents an approach to ensure that all subcontractors and consultants maintain confidentiality.
  - proposes design and data analytic plans that reflects sensitivity to technical, logistical, and ethical issues that may arise.
  - proposes design and data analytic plans that provide for adequate protection of human subjects, confidentiality of data and consent issues related to the use of datasets.
  - if addressing questions regarding culture, the proposal goes beyond simply recording linguistic, ethnic, and racial categories, and provides a more thorough examination of how these groupings intersect with important cultural dynamics (e.g., position, immigration status, family practices, or parental goals for socialization).
  - presents a proposal that reflects a solid understanding of low-income working families from various cultural, linguistic, and ethnic groups.

## **RESULTS OR BENEFITS EXPECTED**

**Maximum Points: 10**

The extent to which the applicant's proposed plan:

- uses the Head Start Impact Study data set; **failure to do so will result in 0 points for this section.**
- proposes a set of studies that would address gaps in the research literature and unanswered questions.
- proposes a set of studies that would contribute new knowledge to the field.
- specifies a sound description of the anticipated results and benefits of the project.
- specifies how the results will benefit future Head Start program and policy decisions, either directly or indirectly by influencing future research.

## **STAFF AND POSITION DATA**

**Maximum Points: 25**

The extent to which the applicant's proposed plan:

- presents a consortium of researchers from varied backgrounds and institutions with expertise in Head Start and the capability to perform secondary analyses of the Head Start Impact Study data.
- provides information on the skills, experience, and capabilities of key project staff, including the principal investigators and researchers and other key staff.
- demonstrates that members of the research team and other noted staff, including partners (if any), possess the research expertise and commitment necessary to conduct the studies as demonstrated in the application and information contained in their vitae, including relevant background, experience, and training on related research or similar projects, and scholarly publications that reflect the specific expertise needed to carry out this project.
- demonstrates the knowledge and expertise to conduct the proposed analyses.
- demonstrates that the research team has an understanding of Head Start and the needs of low-income families and the diverse cultural, linguistic, and ethnic population it serves.
- demonstrates evidence of effective organizational structure and collaborative relationships, if

appropriate.

- demonstrates the capacity to use datasets such as those proposed for the analysis.
- demonstrates knowledge of state-of-the-art analytic techniques and methodologies to address questions of interest.
- demonstrates that the proposed staff reflects an understanding of, and sensitivity to, the issues of working with confidential datasets.
- describes an adequate management plan for achieving the objectives of the study on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
- demonstrates that project leadership are skilled in project management, delegating tasks, and establishing and maintaining effective collaboration for multi-site projects.
- includes sufficient numbers of qualified core support staff to effectively manage daily logistics and communications.

## DISSEMINATION PLAN

**Maximum Points: 10**

The extent to which the applicant's proposed plan:

- demonstrates an understanding of how to effectively and appropriately disseminate findings to reach the intended audiences.
- includes an effective plan for the dissemination and utilization of information by researchers, policymakers, and practitioners in the field, as appropriate.

## BUDGET AND BUDGET JUSTIFICATION

**Maximum Points: 15**

The extent to which the applicant's proposed plan:

- proposes project costs that are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research design, and dissemination plan.
- proposes project costs that include funds for the project director or principal investigator to participate in four in-person meetings of the Research Center to Support Secondary Analysis of Head Start Impact Study in Washington D.C. and monthly conference calls with the Federal Project Officer.
- proposes project costs that reflect a commitment to devoting a significant majority of the project funds to research topics that are a priority to the Federal Government (see *Sections I and II*).

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

### Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels

using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Applications not excluded will be evaluated on a competitive basis according to the specified evaluation criteria listed in *Section V.1*.

The competitive review will be conducted by panels of Federal and non-Federal expert reviewers knowledgeable in the areas of Head Start and early childhood research and evaluation. Application review panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

OPRE will conduct an administrative review of the applications and results of the competitive review panels and will make recommendations for funding to the Director of OPRE.

The Director of OPRE will make the final selection of the applications to be funded. Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from competitive review, (2) staff review and consultations, (3) the combination of projects that best meets the information needs of the program, and (4) the funds available.

Please refer to *Section IV.2* of this announcement for information on non-Federal reviewers in the review process.

### **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

#### **Performance Progress Reports (PPR)**

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is

required in the terms and conditions of their award using due dates for reports to PMS.

<b>For budget periods ending in the months of:</b>	<b>The FFR (SF-425) is due to ACF on:</b>
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports:              Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

## VII. Agency Contacts

### Program Office Contact

Jennifer Brooks

Administration for Children and Families

Office of Planning, Research and Evaluation

Division of Child and Family Development

Aerospace

901 D St SW

Washington, DC 20447

Phone: (202) 205.8212

Email: [jennifer.brooks@ACF.hhs.gov](mailto:jennifer.brooks@ACF.hhs.gov)

### Office of Grants Management Contact

David Kadan

Grants Management Officer, HHS/ACF

Research Center to Support Secondary Analyses of Head Start Impact Study Data Grant Review  
c/o ICF International

9300 Lee Highway  
Fairfax, VA 22031-6050  
Phone: (877) 301-8193  
Fax: (703) 934-3740  
Email: [SecondaryAnalysesReviewsHS@icfi.com](mailto:SecondaryAnalysesReviewsHS@icfi.com)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

**NOTICE:** ACF intends to implement all electronic application submission via [www.Grants.gov](http://www.Grants.gov) for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via [www.Grants.gov](http://www.Grants.gov) for applicants for discretionary awards.

### Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_active\\_form\\_SF424f.jsp](http://www.grants.gov/agencies/aforms_active_form_SF424f.jsp).

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

### Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to <a href="http://www.ccr.gov">www.ccr.gov</a> to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to <a href="https://eupdate.dnb.com/requestoptions.asp">https://eupdate.dnb.com/requestoptions.asp</a> to obtain DUNS Number.	Required in application submission.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission is due by the application due date found in the Overview and in Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

		IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due prior to award.

SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .  Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission is prior to award.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm">http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm</a>	Submission is due by the application due date found in the Overview and in Section IV.3.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .	Submission is due prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.  The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is voluntary. Submission may be made with the application or prior award.

## Appendices